

State Procurement Office

Procurement of
Health and Human Services
Pursuant to Chapter 103F, HRS

Request for Proposals

(RFP)

Template

Sample

October 25, 2002

REQUEST FOR PROPOSALS

COMPREHENSIVE PRIMARY CARE SERVICES FOR THE UNINSURED RFP No. DOH-04-01

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, is requesting proposals from qualified applicants to provide comprehensive primary care services to uninsured individuals and families (statewide) who fall within 250 percent of the Federal poverty level. Services may include, but are not limited to perinatal, pediatric, family planning and adult primary care services. The contract term will be from July 1, 2003 through June 30, 2006. Multiple contracts will be awarded under this request for proposals.

Proposals must be postmarked by US mail before midnight on January 10, 2003 or hand delivered by 4:30 p.m., Hawaii Standard Time at the drop off sites that are designated on the following page.

Proposals postmarked after midnight on January 10, 2003 or hand delivered after 4:30 p.m. H.S.T. on January 10, 2003 will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Family Health Services Division will conduct an orientation on November 15, 2002 from 10:00 a.m. to 12:00 noon H.S.T., at 741-A Sunset Avenue, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. H.S.T. on November 30, 2002. All written questions will receive a written response from the State on or about December 16, 2002.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. John Smith at 741-A Sunset Avenue, Honolulu, Hawaii 96816, or may be made by telephone to (808) 733-9022.

Sample

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND ONE COPY OF THE PROPOSAL ARE REQUIRED. ADDITIONAL COPIES MAY BE SPECIFIED BY INDIVIDUAL DOH PROGRAMS.

**ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT,
January 10, 2003**

All Mail-ins

Department of Health
Administrative Services Office
P.O. Box 3378
Honolulu, Hawaii 96801-3378

DOH RFP COORDINATOR

Valerie Ako
For further info. or inquiries
Phone: 586-4550
Fax: 586-4649

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M.,
January 10, 2003.**

Drop-off Sites

For applicants located on Oahu:

Department of Health
Administrative Services Office
Room 310, Kina'u Hale
1250 Punchbowl Street
Honolulu, Hawaii
Office

For applicants located on Maui:

Department of Health
Maui District Health Office
State Office Building, 3rd Floor
54 High Street
Attn: DOH Admin. Svcs.

For applicants located in East Hawaii:

Department of Health
Hawaii District Health Office
State Office Building, Room 105
75 Aupuni Street
Attn: DOH Admin. Svcs. Office

For applicants located on Kauai:

Department of Health
Kauai District Health Office
Lihue Health Center
Lihue, Kauai
Attn: DOH Admin. Svcs. Office

For applicants located in West Hawaii:

Department of Health
Kealahou Business Plaza
81-980 Haleki'i Street
Kealahou, Hawaii
Attn: DOH Admin. Svcs. Office

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, January 10, 2003, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., January 10, 2003.

Deliveries by private mail services such as Fedex shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., January 10, 2003.

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Section 1

Administrative Overview

Section 1

Administrative Overview

*Text that is in italics with a border/box such as this are instructions/guidelines for state purchasing agencies and should **not** be included in the RFP. Where possible, state purchasing agencies are encouraged to make additional information specific to the RFP noticeable via the use of ~~font~~, **italics**, borders, etc.*

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of _____, State of Hawai'i

Phone: (808) _____ Fax: (808) _____

IV. Procurement Timetable

Activity	Scheduled Date
Public notice announcing RFP	_____
Distribution of RFP	_____
RFP orientation session	_____
Closing date for submission of written questions for written responses	_____
State purchasing agency's response to applicants' written questions	_____
Discussions with applicant prior to proposal submittal deadline (optional)	_____
Proposal submittal deadline	_____
Discussions with applicant after proposal submittal deadline (optional)	_____
Final revised proposals (optional)	_____
Proposal evaluation period	_____
Provider selection and award	_____
Notice of statement of findings and decisions	_____
Contract start date	_____

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on from _____ to _____, at _____. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions) in order to generate a written state purchasing agency response.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is _____ p.m. H.S.T., on _____. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by _____.

VII. Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (Section 5, Attachment A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the state purchasing agency. Proposals must contain the following components:

- (1) ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents*** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the POS Proposal Application Instructions, including a cost proposal/budget. (Refer to Section 3 of this RFP.)
- (2) ***Competitive POS Application Check List*** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the state purchasing agency.
- (3) ***Registration Form (SPO-H-100A)*** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their pre-registration status, they may check the State Procurement Office website at:
<http://www.state.hi.us/icsd/dags/spo.html>
 Click on *Health and Human Services*
 Click on *The Registered List of Private Providers for Use with the Competitive Method of Procurement*
 or call the purchasing agency at _____ or the State Procurement Office at 587-4706.
- (4) ***Certifications*** - Federal and/or State certifications, as applicable.
- (5) ***Program Specific Requirements*** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the POS Proposal Application, as applicable.

Multiple or alternate proposals shall **not** be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

One original and _____ copies of the proposal are required. Proposals must be postmarked or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected.

State purchasing agencies should address here whether faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail is permitted.

VIII. Discussions with Applicants Prior to, or After Proposal Submittal Deadline

Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with the administrative rules.

IX. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

X. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XI. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as their best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIII. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XIV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XV. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith.
(Section 3-141-201)
- (2) Rejection for inadequate accounting system. (Section 3-141-202)
- (3) Late proposals (Section 3-143-603)
- (4) Inadequate response to request for proposals (Section 3-143-609)
- (5) Proposal not responsive (Section 3-143-610 (1))
- (6) Applicant not responsible (Section 3-143-610 (2))

XVI. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-

stamped and, when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XVII. Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

XVIII. Protests

Any applicant may file a protest (using a prescribed form provided by the administrator of the State Procurement Office available on the State Procurement Office Website whose address is on the Competitive POS Application Checklist located in the Attachments section of this RFP) against the awarding of the contract as long as an original and two copies of the protest is served upon the head of the state purchasing agency that conducted the protested procurement, and the procurement officer who handled the protested procurement, by United States mail, or by hand-delivery. A Notice of Protest regarding an award of contract and related matters that arise in connection with a procurement made under a competitive purchase of services shall be served within five working days of the postmark of the notice of findings and decision sent to the protester. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the POS Proposal Checklist in Section 5 of this RFP). Only the following matters may be protested:

- (1) a state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) a state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) a state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name:	Name:
Title:	Title:
Mailing Address:	Mailing Address:
Business Address:	Business Address:

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XX. Criteria by Which the Performance of the Contract Will be Monitored and Evaluated

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website (see the POS Proposal Application Checklist in Section 5 of this RFP for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (see the POS Proposal Application Checklist in Section 5 of this RFP). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

*Text that is in italics and with a border/box such as this are instructions/guidelines for state purchasing agencies and should not be included in the RFP. Where feasible, state purchasing agencies are encouraged to make additional instructions/requirements specific to the RFP noticeable via the use of font, **italics**, **borders**, etc.*

I. Introduction

A. Background

Provide a brief background of the state purchasing agency as it relates to this RFP.

B. Purpose or Need

State purchasing agencies should briefly describe the purpose of the procurement, including the type of services required. Include any planning activities, references to data/reports related to the procurement (See Section 3-142-301, HAR).

C. Description of the goals of the service

D. Description of the target population to be served

E. Geographic coverage of service

F. Probable funding amounts, source, and period of availability

If there is a possibility of increases/decreases in succeeding years of the contract it should be indicated detailing the approximate amount of increase/decrease and conditions, as applicable.

II. General Requirements

- A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

Below is suggested language to be used when applicable:

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

- B. Secondary purchaser participation**
(Refer to §3-143-608, HAR)

State purchasing agencies should indicate if there are any planned secondary purchasers. After-the-fact secondary purchases should be allowed.

After-the-fact secondary purchases will be allowed.

- C. Multiple or alternate proposals** *check one*
(Refer to §3-143-605, HAR)

☐ Allowed ☐ Unallowed

If multiple or alternate proposals are allowed indicate if they must be in physically separate proposals.

- D. Single or multiple contracts to be awarded** *check one*
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:

If multiple awards will be made, state the criteria for the multiple awards.

- E. Single or multi-term contracts to be awarded** *check one*
(Refer to §3-149-302, HAR)

☐ Single term (\leq 2 yrs) ☐ Multi-term ($>$ 2 yrs.)

Contract terms:

State the length of the initial term, conditions/requirements for subsequent terms and the maximum length of a contract.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

State purchasing agencies should enter descriptions of or criteria for service activities, as applicable.

B. Management Requirements (Minimum and/or mandatory requirements)**1) Personnel**

State purchasing agencies may enter program specific personnel requirements, as applicable.

2) Administrative

State purchasing agencies may enter program specific administrative requirements, as applicable.

3) Quality assurance and evaluation specifications

State purchasing agencies should enter specifications to monitor, evaluate and improve the results of the program.

4) Output and performance/outcome measurements

*State purchasing agencies should address as applicable to the work.
Note: An overview of the requirements pertinent to the output, outcome and performance measurements may be presented here. If the state purchasing agency is using output and performance measurement tables/forms, they are an intrinsic part of the application. The tables/forms should be referred to here and in Section 3 and placed in Section 5.*

5) Reporting requirements for program and fiscal data

State agencies should describe the types of reports required including the types of data and frequency reports must be submitted. If report forms/format are available they may be referred to here and placed in Section 5.

6) Pricing structure or pricing methodology to be used**7) Units of service and unit rate**

State purchasing agencies should address as applicable. If not applicable, enter "not applicable".

Section 3

POS Proposal Application Instructions

Section 3

POS Proposal Application Instructions

*Text that is in italics with a border/box such as this are instructions/guidelines for state purchasing agencies and **should not be included in the RFP**.*

*If a section is not applicable to an RFP, delete the instructions below the section title and enter “This section is not applicable to this RFP.” Do **not** delete the entire section.*

State purchasing agencies may add additional instructions, as applicable.

General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant’s score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO Website (for the website address see the Competitive POS Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

B. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

D. Facilities

Reminder: If this section is not applicable to the service, state purchasing agency should delete the instructions below and enter "Not Applicable to this RFP."

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

B. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

C. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

D. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the POS Proposal Application.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Each state purchasing agency shall include their own service activities and management requirements from Section 2 for which a detailed discussion of the applicant’s approach is warranted, including (as applicable) requirements for work plans relating to all major service activities and tasks to be completed, related work assignments/responsibilities, and timelines/schedules, as appropriate. (A workplan form unique to program requirements may be included as an attachment)

The output, and outcome/performance measurement tables/forms, if utilized, should be addressed in this section by each State purchasing agency. These tables/forms can be inserted at the end of Section 3 with instructions and shall become a part of the POS Proposal Application format. Blank Forms (to be completed by the applicant) may be placed in Section 5, Attachments.

V. Financial

A. Pricing Structure

Applicant's shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

*State purchasing agencies are strongly encouraged to include **one** pricing structure for each service activity. Below is suggested language to be used when utilizing any of the following pricing structures. Including all pricing structures and allowing applicants to select one is **not** recommended.*

Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

Pricing Structure Based on Negotiated Unit of Service Rate

In order to determine a price (unit rate) for a unit of service, the applicant and state purchasing agency negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity.

Pricing Structure Based on Fixed Unit of Service Rate

If a state purchasing agency is utilizing a fixed rate pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of the maximum number of service units it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff).

Pricing Structure Based on Fixed Price

If a state purchasing agency is utilizing a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff).

The state purchasing agency shall specify the title(s) and form number(s) of the appropriate budget forms they will require from applicants in order to review the cost proposal.

For some forms, the state agency must include special instructions as there a number of methods an applicant could utilize to complete them. The instructions are available on the SPO website on the "Procurement Forms and Instructions for State Agencies" page. There is space on each instruction page for a purchasing agency to add special instructions.

Special instructions must be included if requiring the following forms:

SPOH-205A Organization-wide Budget By Source of Funds

SPOH-205B Organization-wide Budget By Programs

State purchasing agencies special budget instructions should refer to any special budget instructions (such as for Form SPO-H-205A or SPO-H-205B) in this section, and include them in Section 5, Attachments of the RFP.

All budget forms, instructions and samples are located on the SPO website (see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the POS Proposal Application:

The state purchasing agency shall specify the title(s) and form number(s) of the appropriate budget forms they will require from applicants in order to review the cost proposal. If no forms are required, indicate so.

B. Other Financial Related Materials

Optional to state purchasing agencies - delete this section if not applicable.

1) Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application (may be attached):

Each state purchasing agency may designate the appropriate document(s) it requires from the applicant, e.g. most recent financial audit, in order to make a determination as to the adequacy of an applicant's accounting system.

If requiring a tax clearance at the time of proposal submittal. enter the following language in this section.

2) Tax Clearance Certificate (Form A-6) -

An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

Text that is in italics with a border/box such as this are instructions/guidelines for state purchasing agencies and should not be included in the RFP. State purchasing agencies should add additional criteria and instructions as applicable but should not delete any existing criteria. If a criterion is not applicable, enter "Not Applicable to this RFP."

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>		<u>Possible Points</u>
Mandatory Requirements		Pass or Rejected
<i>POS Proposal Application</i>		100 Points
Background and Summary	10 points	
Experience and Capability	20 points	
Personnel: Project Organization and Staffing	10 points	
Service Delivery	50 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) *Administrative Requirements*

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

Include certifications as applicable.

(2) *POS Proposal Application Requirements*

- POS Application Title Page (Form SPO-H-200)
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

State purchasing agencies are encouraged to add additional criteria to each section.

*If a State purchasing agency wishes to weight criteria in each section, the point values must be indicated here. Place them in italics after each criterion. The sum of the points for criteria in each section must equal the total points for that section. If points are not assigned to each criterion in the RFP, they may **not** be assigned after proposals have been submitted.*

(1) *Background and Summary (10 Points)*

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

(2) Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services.

(3) Personnel: Program Organization and Staffing (10 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

(4) Service Delivery (50 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

State purchasing agency should include if applicable: The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

(5) Financial (10 Points)

Below is suggested language to be included if any of the pricing structures listed are used.

Pricing structure based on cost reimbursement:

Personnel costs are reasonable and comparable to positions in the community.

Non-personnel costs are reasonable and adequately justified.

To what extent does the budget support the scope of service and requirements of the Request for Proposal?

Pricing structure based on negotiated unit of service rate:

Competitiveness and reasonableness of unit of service, as applicable.

Pricing structure based on fixed unit of service rate:

Applicants proposal budget is reasonable, given program resources and operational capacity.

Pricing structure based on fixed price:

Applicants proposal budget is reasonable, given program resources and operational capacity.

Optional criteria-delete if not applicable.

- Adequacy of accounting system.

For any of the pricing structures, if the state agency is requiring a tax clearance at the time of proposal submittal enter the following:

Tax Clearance Certificate (Form A-6)

An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS)

IV. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

Section 5

Attachments

Attachment

Document

- | | |
|---|---|
| A | Competitive POS Application Checklist |
| B | POS Proposal Application - Sample Table of Contents |
| C | <i>(add additional attachments as applicable)</i> |

Competitive POS Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application. *SPO-H Forms are located on the web at <http://www.spo.hawaii.gov> Click on *Procurement of Health and Human Services* and then on *Procurement Forms & Instruction for Private Agencies*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)	Section 1, RFP	SPO Website*	X	
2. Competitive POS Application Checklist	Section 1, RFP	Attachment A	X	
3. Table of Contents	Section 5, RFP	Section 5, RFP	X	
4. POS Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
5. Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Pre-Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	SPO Website*		
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website*		
SPO-H-205B	Section 3, RFP	SPO Website*		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
8. Federal Certifications	Section 1, RFP	Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace Requirements		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
9.				
10.				

Authorized Signature

Date

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4.	SPO-H-206C Budget Justification - Travel: Interisland	
5.	SPO-H-206E Budget Justification - Contractual Services - Administrative	
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C.	Performance and Output Measurement Tables	
1.		
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1.		